

Reference Number	Requirement	Priority Ranking	Contractor Response	Contractor Comments
	General			
1.	System shall use standard DCPS log in protocol.	Desired		
2.	System shall provide the ability to limit system access based on user's roles.	Desired		
3.	System shall allow DCPS designee to edit list of intervention options.	Mandatory		
4.	System shall have the ability to automatically access student data from other DCPS systems of record	Mandatory		
4.1.	System shall have access to demographic data	Mandatory		
4.2.	System shall have access to attendance data	Mandatory		
4.3.	System shall have access to behavior data	Mandatory		
4.4.	System shall have access to academic performance	Mandatory		
	System shall have access to course grade	Mandatory		
	System shall have access to standardized test scores	Mandatory		
	System shall have access to reading level assessments	Mandatory		
	System shall have access to math assessments	Mandatory		
4.5.	System shall receive updated data at least once every 24 hours	Mandatory		
4.6.	System shall maintain historical transactional data	Mandatory		
	Identify Students			
5.	System shall flag students that meet Early Warning Indicator threshold (yellow or red) and notify appropriate staff.	Mandatory		
5.1.	System shall allow school to select which students on target list get interventions.	Mandatory		
5.2.	System shall provide the ability to indicate why interventions not needed for students identified through EWI.	Mandatory		
5.3.	System shall require RTI team or authorized user to clear student from further follow up once reasons given by school are verified.	Mandatory		
	Refer			
6.	System shall allow school staff to enter referrals to Pre-SST and SST	Mandatory		
6.1.	System shall provide the ability to enter Behavior Inventory check list as part of the referral submission; online form versus uploading paper form preferred.	Mandatory		
6.2.	Referral shall contain student identifying information, demographics, person making referral, role, student strengths, areas of concern, tier 1 interventions tried.	Mandatory		
6.3.	If student is SPED, system advise user to refer to MDT team	Mandatory		
6.4.	If student 504, system shall advise referrer to review the 504 plan.	Mandatory		
6.5.	If coordinator determines that the meeting is not needed, system shall allow RTI coordinator to deny the meeting request and send recommended additional actions to the referrer.	Mandatory		
6.6.	System shall allow documents, photo and video to be uploaded to student referral file.	Mandatory		
	Schedule Referral Meeting			
7.	System may allow RTI coordinator to schedule RTI meetings	Desired		
7.1.	Send e-mail notifications and calendar invites to all involved in the meeting	Desired		

7.2.	Systems shall include relevant student data in email and calendar invite.	Desired		
7.3.	System shall notify school leadership designee when follow up meeting has not occurred within established timeframe.	Desired		
7.4.	System shall generate a parent letter advising & inviting parent of meeting in parent's home language.	Desired		
	Plan			
8.	System shall capture intervention plan details.	Mandatory		
8.1.	System shall capture intervention type	Mandatory		
8.2.	System shall capture person responsible	Mandatory		
8.3.	System shall capture intervention duration	Mandatory		
8.4.	System shall capture frequency of progress monitoring	Mandatory		
8.5.	System shall capture follow up meeting schedule.	Mandatory		
8.6.	System shall notify RTI coordinator when follow up meeting should occur for student based on planned meeting dates.	Mandatory		
	Monitor			
9.	Systems shall capture intervention outcomes at planned intervals	Mandatory		
9.1.	Systems shall capture intervention Date	Mandatory		
9.2.	Systems shall capture intervention	Mandatory		
9.3.	Systems shall capture intervention Outcome	Mandatory		
9.4.	Systems shall capture staff name that observed and provided intervention	Mandatory		
	Close			
10.	System shall provide the ability to close a referral	Mandatory		
10.1.	Student back on track	Mandatory		
10.2.	Referred to SPED	Mandatory		
10.3.	Referred to 504	Mandatory		
10.4.	Transferred to another school	Mandatory		
10.5.	System shall provide ability to archive data by quarter	Mandatory		
10.6.	System shall provide ability to compare archived data	Mandatory		
	Reports			
11.	System shall allow for user defined reports to be generated.	Mandatory		